

**ATTACHMENT I
AMENDMENT 0001 TO SOLICITATION
DTFAWA-10-R-00032**

QUESTIONS AND ANSWERS

The following is a summary of questions received as of September 1, 2010 along with the corresponding responses.

GENERAL

- a. Is there an incumbent and/or subcontractor currently performing the work required in this solicitation? If so, can FAA provide the name of the firm (s)? Is the incumbent eligible to respond to this solicitation?
- b. Is there an incumbent contractor? If so, who?

Answer to questions a and b: The incumbent is PricewaterhouseCoopers, LLP. Any vendor that meets the requirements of the SIR is eligible to submit a response to the solicitation.

- c. This is listed on the Federal Business Opportunities website as “sources sought” only, not an RFP. The FAA Contract Opportunities website lists this as a “Request for Offer – Screening Information Request” leading one to believe it is only a screening request, rather than issuance of a performance work statement and request for proposals. What is the FAA purpose in issuing this announcement – sources sought or request for offers?

Answer: The FAA is responsible for postings on FAA’s Contract’s Opportunity webpage and is not responsible for the information posted on the Federal Business Opportunity website. The solicitation issued on FAA’s Contract Opportunities page is classified correctly as a “Request for Offer - SIR”.

SIR SECTION B

- d. Would this opportunity be considered as a small business, veteran owned, 8(a) award?
- e. Is this a small business set aside?
- f. Can you please tell me if this is a set aside or if this is a full and open with a size standard of \$2M.

- g. Under Section B.1 GENERAL it states “This requirement is under NAICS Code 531390 - Other Activities Related to Real Estate, with a size standard of \$2M of gross annual receipts over the past 3 years.” Is this solicitation restricted to small businesses or open competition?

Answer for questions d, e, f and g: This requirement is not set-aside for small business. It is an open competition.

- h. We are a large business, are we precluded?
- i. Why did you list a size standard but not make this a SB set aside? Do you intend to make this a set aside?
- j. Regarding your SIR / Proposal for Real Property Inventory Management Support Services (DTFAWA-10-R-00032), I have not been able to find anywhere in the posted document that this effort has been set aside for Small Business, therefore making the 2million size standard for NAICS 531390 not applicable. Can you please verify this is the case?

Answer for questions h, i, and j: This requirement is not set-aside for small business. It is an open competition. The SIR lists the NAICS code of 531390 - Other Activities Related to Real Estate, and this NAICS code indicates the small business size standard. The small business size standard is presented so offeror's will know how they will be classified under this requirement. Those classified as a large business will be required to submit a subcontracting plan. Please see Point 4 (regarding SIR Section H) as well as Point 9 (regarding SIR Section L) of the Amendment 0001 document.

- k. Can the government please clarify whether the project is FFP, T&M, CPFF, or other?

Answer: As indicated in SIR Section B.2, Type of Contract, the contract type for this acquisition is an indefinite delivery indefinite quantity with associated task orders. The Contractor must provide, as ordered by the Government, the services on a labor hour basis. Please see Point 1 (regarding SIR Section B) of the Amendment 0001 document.

- l. In section B.3 of the SIR it appears that the Program Manager (PM) position is more than a single individual, as the number of labor hours indicated is approximately 1.5 FTE. Does this imply that the PM position is shared by more than one person? If so, will the Government accept additional Key Personnel resumes as part of proposal submission?

Answer: Yes, the Program Manager labor hours for option years 1 through 4 are designated for 1.5 FTEs. More than one personnel can work

in this labor category; however, it is at the offeror's discretion how to propose. For each key personnel proposed, a resume is required.

- m. Under Section B.3 BURDENED LABOR RATES. (1) What does FAA consider a full-time-equivalent (i.e. 2,080 hrs, or other)? (2) Please confirm the estimated labor hours per category are correct for the Base Period- 6 months and following Option Years?

Answer: For this requirement, an FTE is considered as 1920 hours. The labor hours for the base and option year periods are correctly stated.

SIR SECTION C

- n. Under Section C.3 REQUIREMENTS: With the understanding of the FAA's submission of real property inventory data to FRPP on December 15, 2010, what is FAA's plan for submitting this data based on anticipated contract award date (early November). Will this submission be required to be performed by the contractor?

Answer: It is anticipated that the incumbent will continue to perform the work through the transition period.

- o. Under Section C.3 REQUIREMENTS: Can FAA provide additional detail on the REMS web-site and responsibilities for the contractor regarding "defining the data schema, dependencies and overall architecture?"

Answer: The extent of detail required for the requirement is already noted in the Statement of Work. Please review Section C of the solicitation.

- p. Under Section C.3 REQUIREMENTS: Can FAA provide additional detail on the responsibilities and/or specific tasks associated with "...implementing the interfaces between REMS and the other FAA real property applications."

Answer: The extent of detail required for the requirement is already noted in the Statement of Work. Please review Section C of the solicitation.

- q. Under Section C.3 REQUIREMENTS: Can FAA clarify how the requirements specified in the above Question 3 map to the contract labor categories?

Answer: SIR Attachment J-1 details the responsibilities of each labor category to accomplish the requirements listed in the Statement of Work. Please see Point 7 (regarding SIR Section J) of the Amendment 0001 document.

SIR SECTION F

- r. Section B-3 requires “On-Site” Labor Rates/Hrs be provided. Does the government require all work to be performed only “On-Site” at the Place of Performance as identified in F.2? Will the Program Manager (Key Personnel) be required to be “On-Site” in a full time capacity?

Answer: Yes. All work must be performed on site, including the work of the Program Manager.

- s. 7) Under Part 1 Section F.2 PLACE OF PERFORMANCE and Part Section H.5 GOVERNMENT FURNISHED PROPERTY AND INFORMATION (1) Can FAA confirm for the base period all work is to be done at place of performance?

Answer: Yes, all work must be done at the place of performance indicated in SIR Section F.2, Place of Performance.

- t. Under Section F.3 DELIVERABLES AND MEETINGS. (1) Can FAA confirm the deliverables specified therein are the only ones required in the base period?

Answer: SIR Section F.3 sets forth all deliverables required. However, the deliverables are not applicable to the base year. They carry over to each option year exercised.

SIR SECTION G

- u. We note that this work was previously performed under a GSA MOBIS Schedule, which would demonstrate that these are commercial services. As such, and in accordance with the prescription for AMS 3.2.3-1, we note that this procurement is not subject to CAS. Therefore, would the government also confirm that the G.10 INDIRECT BILLING RATES clause does not apply to this solicitation and will not be present in the resulting contract?

Answer: You are correct that this requirement is not subject under Cost Accounting Standards and that SIR section G.10, Indirect Billing Rates, is not applicable. Please see Point 3 (regarding SIR Section G) of the Amendment 0001 document.

SIR SECTION H

- v. In that this is a Full and Open solicitation, is there a Small Business Subcontracting requirement? Will a Small Business Subcontracting Plan be required?

- w. Is a small business subcontracting plan required in the proposal?

Answer for questions v and w: A small business subcontracting plan will be required for large businesses submitting a proposal for this requirement. Please see Point 4 (regarding SIR Section H) as well as Point 9 (regarding SIR Section L) of the Amendment 0001 document.

- x. Under Part 1 Section H.2 SUBCONTRACTORS/CONSULTANTS (1) Is FAA Contracting Officer approval required for September 22 Proposal Submission or for post contract award?

Answer: Approvals will be given based on the subcontractors listed within the winning offeror's proposal submission. If subcontractors are added post award, review of subcontractors and approvals will be given with each add on. Please see Point 4 (regarding SIR Section H) as well as Point 9 (regarding SIR Section L) of the Amendment 0001 document for guidance on submittal of subcontractor information.

SIR SECTION I

- y. We note that this is not a cost reimbursement or fixed price incentive contract, would the government confirm that the following are not applicable and will not be present in the resultant contract?

3.10.1-1 Notice of Intent To Disallow Costs (April 1996)

3.10.1-3 Penalties for Unallowable Costs (October 1996)

Answer: Clauses 3.10-.1-1 and 3.10.1-3 are not applicable to this requirement. Please see Point 5 (regarding SIR Section I) of the Amendment 0001 document.

- z. Please clarify whether a particular security clearance is required or desired for proposed personnel.

Answer: A security clearance is not required. However, see SIR Section I.8, 3.14-2 Contractor Personnel Suitability Requirements for information related to personnel security.

SIR SECTION J

- aa. Are the 3 Labor Categories Identified in the Attachment J-1, the only Labor Categories that can be used when preparing Task Order proposals upon IDIQ contract award?

Answer: Yes, the labor categories detailed in Attachment J-1 will be the only ones used within task orders for this requirement.

- bb. Page 36, Attachment J-1 Labor Category Descriptions. The Associate role is listed as having a Masters degree with 6 years of experience. Will the government please confirm if this is intended to be Masters degree and 4 years of experience or Bachelors degree and 6 years of experience?

Answer: To clarify, the Associate must have a Master degree AND 6 years experience in functional areas of responsibility. Please see Point 7 (regarding SIR Section J) of the Amendment 0001 document.

- cc. Under Attachment J-1 Labor Category Descriptions. (1) Can the contractor provide functional equivalent Bachelor and Master in business or business information technology degrees (i.e. Master in Finance, Master in Real Estate, Master in Business Management)?

Answer: Yes, as long as degree requirement is in the field of study that is related to real property asset management (IT, business management, real estate, facility management, finance, construction design, etc). Please see Point 7 (regarding SIR Section J) of the Amendment 0001 document.

SIR SECTION L

- dd. Will the Government consider electronic-only submission of this proposal? (With the exception of the past performance questionnaires.)

Answer: No. As stated in SIR Section L.5, facsimile or email submittals will not be accepted.

- ee. In Section L.9, the SIR states “The proposal pages shall be numbered sequentially.” Does the Government want the pages numbered sequentially in each Volume (i.e., so that each volume starts with “Page 1,”) or should Volumes I-III be numbered starting with “Page 1” in Volume I, and then consistently until the end of Volume III? (This assumes that Volume IV is a completely separate volume.)

Answer: The proposal pages shall be numbered sequentially in each volume.

- ff. Will the Government ease font restrictions and allow smaller text in tables and graphics?

Answer: No.

- gg. Will the Government allow an additional 2-5 pages in Volume II, Part A, “Technical Proposal”?

Answer: No.

- hh. Under Volume 2 Part B Resume of Key Personnel. (1) Does FAA want to see resumes for all proposed labor categories in addition to Program Manager (Key Personnel)?

Answer: Only resumes of key personnel are required with proposal submission.

- ii. Reference Part IV – Section L.10, Vol II Instructions, Part B – Resume of Key Personnel (Page 59). Directions provided require a description of key personnel and capabilities and experience. Does the 3 page limitation include both the write-up as required and the actual resume together or is the 3 page limitation strictly for the write-up?

Answer: Two pages will be allocated for the resume and one page will be allocated for the description of capabilities and experience. Please see Point 8 (regarding SIR Section L) of the Amendment 0001 document.

- jj. Section L.10 of the SIR (page 59, “Volume III – Past Performance Questionnaires”) states “...Questionnaires can be completed by a current or former client/customer within the Government and should be submitted within Volume III of the completed proposal package.” However, on page 60 the SIR goes on to state “All 3 past performance questionnaires must be submitted within individually sealed envelopes, with the referencer’s signature across the seal of the envelope.” Does the Government require three signed and sealed envelopes for each copy of the proposal (one original and four copies), or will the sealed envelopes in the “original” suffice?

- kk. Reference Part IV – Section L.10, Volume III Instructions, Part A – Past Performance Questionnaire (Page 59/60). In that your submittal requirement includes an original and 4 copies of the proposal, are you also requiring an original Questionnaire and 4 copies of the Questionnaire be provided as well or will a single original Questionnaire to be placed in the original proposal be sufficient? Otherwise our 3 clients completing the Questionnaire will have perform the sealing and signing 5 separate times.

Answer for questions jj and kk: One sealed/signed set of the Past Performance Questionnaires can be submitted with the original proposal submittal.

- ll. Given that the past performance questionnaires are to be submitted in sealed envelopes, will the Government simply accept a single packet of sealed envelopes for “Volume III”?

Answer: As stated in SIR Section L.10, Specific SIR Instructions, Volume III, all 3 past performance questionnaires must be submitted within individually sealed envelopes, with the referencer's signature across the seal of the envelope.

- mm. Reference Part IV – Section L.10, Volume III Instructions, Part A – Past Performance Questionnaire (Page 59). The directions provided requires only the submittal of 3 past performance questionnaires without any mention of actual past performance write-ups to be provided by the offeror. Are you not requiring actual past performance write-ups to accompany each past performance questionnaire that is submitted?

Answer: Descriptions of past requirements are requested within the "Project Description" section of the Past Performance Questionnaires.

- nn. Reference Part IV – Section L.10, Volume IV Instructions, Part B – Financial Statements (Page 60). Directions provided require financial statements from 2007, 2008, and 2009. Would you please provide us with what you require in the financial statements and the level of detail required?

Answer: Profit & Loss statements and balance sheets will be required for the years 2007, 2008, and 2009. Please see Point 10 (regarding SIR Section L) of the Amendment 0001 document.

- oo. In Volume IV Part A and B (Cost proposal and Financial Statements). (2) It indicates that Company Financial Statements for the past 3 years (2007, 2008 and 2009) are a required component of the cost volume, however many privately held companies do not have traditional financial statements or file other corporate financial information as they are not required to do so. Please confirm that privately held companies may submit comparable financial information in lieu of traditional financial statements to demonstrate financial capability.

Answer: Profit & Loss statements and balance sheets, or the equivalent which provides comparable information, will be required for the years under question. Please see Point 10 (regarding SIR Section L) of the Amendment 0001 document.

- pp. The SIR instructs that offerors must submit four individual "volumes" of the proposal. However, on page 60, it states "Volume III must be bound separately from Volumes I and II," which does not account for Volume IV. Does the Government wish to receive four separate binders/folders for each full copy of the proposal (a total of 20 folders for full proposal submission), or does the Government wish to have two separate binders/folders for each "full copy" of the proposal—one with Volumes I-III (Preface, Technical, and Past

Performance), and one with Volume IV (Cost), for a total of 10 folders per full proposal submission?

- qq. In Volume IV Part A and B (Cost proposal and Financial Statements). (1) It mentions that 'Volume III must be bound separately from Volumes I and II'. Should that read Volume IV?
- rr. Ref Volume IV, Cost Proposal - Page 60 of SIR. Part B - Financial Statement require Vol III must be bound separately from Volumes I and II. This requirement appears to be an administrative error regarding Volume numbers.

Answer for questions pp, qq, and rr: This was written in error. Volume IV should be bound separately from Volumes I, II, and III. Please see Point 10 (regarding SIR Section L) of the Amendment 0001 document.

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